

**BY ORDER OF THE COMMANDER
RAF LAKENHEATH (USAFE)**

LAKENHEATH INSTRUCTION 31-107

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Security

GUIDANCE FOR PRISONERS (PA)



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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It is designed to give guidance to inmates/detainees, and explain programs available to them during their stay at the United Kingdom Corrections Facility (UKCF) In Accordance With (IAW) Air Force Instruction (AFI) 31-205, *Corrections Program*, and Department Of Defense Instruction (DoDI) 1325.7, *Administration of Military Correctional Facilities and Clemency and Parole Authority*. It contains information essential to the well-being and proper conduct of inmates/detainees. Inmates/detainees will study this instruction carefully, keep it in their possession and return it to the correctional staff upon their release. This instruction applies to all personnel confined at the UKCF. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for change of Publication*, prescribed by AFI 11-215, *USAF Flight Manuals Program* and route AF Form 847s from the field through the unit publication/form manager. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

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SUMMARY OF CHANGES

Adds procedure for a deck order when a inmate/detainee becomes belligerent, adds procedure for inmate/detainee passing a staff member in a hallway, adds procedure to the nightly inspections, adds inmate/detainee authorized laundry days and washing of bed linen, adds procedures for consuming chow in confinement dayroom, adds procedure on inmate/detainee not allowed to contact victim or witness and can only be done through the Victim/Witness Assistance Program (VWAP) monitor, defines the difference between letters and envelopes, as to clarify between misinterpretation due to the number of letters authorized to be kept, Added management of Human Immunodeficiency Virus (HIV) Positive inmates, added the Air Force Return to Duty Program, added photographs to Attachment 2, 3, 4 and 5.

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1. UKCF Mission. To manage, supervise and direct inmates/detainees confined in the UKCF, and to provide for the health and welfare of inmates/detainees. To provide proper administration and coordination involving the transfer of inmates/detainees and necessary guidance associated with overseeing the operation of the facility. Inmates/detainees will conduct themselves with proper military behavior while assigned to the UKCF.

2. UKCF Environment. In any environment where individuals must reside together as members of a community, certain rules and restrictions are established. This ensures the safety, security, and welfare of each individual within the community. These rules are designed for the

inmate/detainee's welfare, yet every rule may not be outlined specifically. Let basic common sense and obedience to orders be the key. By following orders, obeying rules and instructions, and giving full cooperation in all regards to the UKCF staff, inmates and detainees will be preparing for either return to duty or to civilian life. Failure to comply with these rules, or failure to cooperate with UKCF staff, may result in action as prescribed by AFI 31-205, *Corrections Program*, or the Uniform Code of Military Justice (UCMJ).

3. Staff Responsibilities. Staff personnel assigned to the UKCF are responsible for the safe custody of inmates/detainees until released by proper authority, and to assist inmates/detainees in self-improvement and adjustment to acceptable standards.

4. Attitude, Behavior, and Work Performance. Pre-trial personnel are considered lawfully detained by legal definition. Therefore, all pre-trial personnel are considered to be detainees and not inmates. However, all Airmen and Non-Commissioned Officers (NCOs) placed in Confinement staff positions have been appointed to this position by an officer. Therefore, all Confinement Guards have authority over detainees when making decisions affecting this facility, enforcing written or oral policies, and guidelines. Every action of an inmate and detainee will have a consequence. Inmates/detainees will maintain their dignity, respect the rights of others, and practice common social courtesies. Inmates/detainees will not fight the system or become disruptive toward the UKCF staff or other inmates/detainees. When an inmate/detainee becomes belligerent, the order of DECK will be called out. Inmates/Detainees will sit on the ground, legs crossed, and their fingers interlaced behind their head without saying anything. See Attachment 5, Figure A5.1. *Deck Demonstration*.

5. Lawful Orders. Inmates/detainees will promptly and fully obey all verbal and written orders given by competent military authority. If they feel they have just cause for a complaint concerning an order, they may request an interview with the Confinement Officer or the Non-Commissioned Officer In-Charge (NCOIC), United Kingdom (UK) Corrections using a Department of Defense (DD) Form 510, *Request for Interview*, as prescribed by Army Regulation 190_47, *The Army Corrections System*, after they obey the order. Posted orders will not be marked, defaced, destroyed, withdrawn, or tampered with by an inmate/detainee.

6. Military Courtesy and Reporting Procedures. Courtesy reflects attitude and adjustment, and is an important indicator of proper behavior.

6.1. When reporting to a commissioned officer, inmates/detainees are required to salute (unless the inmate has received an executed punitive discharge) and address them as "Sir" or "Ma'am," as applicable. Enlisted personnel will be addressed by their full rank. For example, "Technical Sergeant" or "Senior Airman."

6.2. When being inspected by a commissioned or non-commissioned officer, inmates/detainees will stand at attention until the inspector directs otherwise or departs.

6.3. Inmates/detainees standing outside during reveille or retreat will render all proper military courtesies.

6.4. Inmates/detainees will stand at attention when addressed by any active duty military individual in the performance of their duties.

6.5. Inmates/detainees will rise and stand at the position of attention when any member of the UKCF staff enters the inmate/detainee's living areas, to include any area beyond the

doorway from the guard station to the day room. If a commissioned officer enters the inmate/detainee's living area, the first inmate/detainee to observe them will call the facility to "ATTENTION." Exceptions would be if there is an individual of equal or higher rank already within the facility. When given the order "CARRY ON" or "AS YOU WERE," etc., inmates/detainees will assume the position of parade rest.

6.6. When non-inmate/detainee personnel walk through the facility, inmates/detainees will move to the side of the area or hallway and assume the position of attention. When instructed to "CARRY ON" or "AS YOU WERE," etc., the inmate/detainee will continue with what they were doing. At no time will any inmate or detainee walk past a staff member or visitor in the facility without the explicit permission of the staff member present. To pass a staff member, you will stop 6 paces in front of them at attention, give your reporting statement, and ask "PERMISSION TO PASS?" The staff member will then either say "YES" or "NO."

7. Reporting Procedures. When reporting to any UKCF Staff member the following procedures will be strictly adhered to:

7.1. Inmates/detainees will stand at the position of attention and render a reporting statement starting with the individuals rank (example: "Staff Sergeant, inmate/detainee reports") and remain at attention until instructed otherwise.

7.1.1. Before reporting to the guard station, inmates/detainees will ensure they are in full uniform.

7.1.1.1. If required to report during facility clean up, the pre-approved modified uniform allowed during clean up will be authorized.

7.1.1.2. If it is during free time, inmates/detainees do not need to be in uniform unless directed otherwise.

7.1.2. When reporting to the guard station, stop at the doorway, knock once, and wait to be acknowledged. Once acknowledged, enter the office area, stand at attention in front of the window next to the inmate/detainee's phone, and face the front of the desk. Once acknowledged, render reporting statement. Remain at attention until instructed otherwise.

7.1.2.1. When reporting to the guard station after meals for clean up, inmates will carry out the procedures from paragraph 7.1.2., then once acknowledged, inmates will render their reporting statement and ask, "PERMISSION TO CLEAN GUARD STATION, BACK HALL and VISITATION ROOM." **Note:** The Visitation room will only be cleaned after breakfast.

7.1.2.2. After the on-duty Confinement Guard acknowledges the question, the inmate will ask, "PERMISSION TO MOVE FREELY?"

7.1.2.3. Again, once acknowledged, the inmate will ask, "PERMISSION TO FALL IN FOR CLEANING SUPPLIES?"

7.1.2.4. Lastly, once the on-duty Confinement Guard acknowledges the question, the inmate will fall back into the dayroom to retrieve the cleaning supplies.

7.1.3. When reporting by Call Box, press the button once and wait to be acknowledged. Once acknowledged, render a reporting statement.

8. General Rules of the UKCF. The following practices and behaviors are prohibited or regulated as indicated. Violation of these rules may result in disciplinary action. Questions regarding these rules will be addressed to the on-duty Confinement Guard, NCOIC, UK Corrections, or Confinement Officer.

8.1. Accessories or Jewelry. Wearing of wrist bands, head bands, ankle bands, decorative beads, earrings, threads, symbols, and other items are unauthorized as part of the uniform. These items will not be worn inside or outside the facility. The only piece of jewelry allowed will be a wedding ring unless it has precious stones in it.

8.2. Arson. Igniting or attempting to ignite anything within the facility to cause damage or which could reasonably be expected to cause injury, damage or death.

8.3. Assault. To inflict bodily harm on another, or threaten to do so by implication or communication.

8.4. Being Unsanitary or Untidy. Failure to keep one's self, clothing, or cell area sanitary.

8.5. Breach of Peace. Any action, communication, behavior, or threat that disturbs or threatens the peace or good order of the facility. This includes, but is not limited to, excessive noise and profanity. Quiet hours are enforced during lights on/off.

8.6. Bribery. Giving or offering any service or item to another to influence them in the performance of their official duties.

8.7. Chain of Command. Inmates/detainees will use the chain of command when attempting to resolve problems. The chain of command is the on-duty Confinement Guard, NCOIC, UK Corrections, and then the Confinement Officer. A DD Form 510 will be used in all cases when requesting to confer with the Confinement Officer.

8.8. Clothing Alteration. Mutilation, unauthorized alteration, or unauthorized marking or lettering of any part of the uniform.

8.9. Communication. At no time will inmates/detainees fraternize or communicate with anyone outside the facility, except for official business. Personnel desiring communication with an inmate/detainee will be instructed to contact the UKCF staff. This applies to verbal and non-verbal communication.

8.10. Conspiracy. Conspiring, soliciting, aiding, or witnessing another commit, or attempt to commit any prohibited act. Witnessing these acts shall only be considered an offense if it is not reported when witnessed.

8.11. Contraband. Any item not specifically authorized by proper authority to be in the possession of, or in the cell of an inmate/detainee, is considered contraband, and therefore prohibited. Inmates/detainees must have written permission from the Confinement Officer or NCOIC, UK Corrections for any items not specifically authorized in this instruction.

8.12. Counterfeiting. Forging, unauthorized reproduction, or alteration of any document, money, article of identification, or official paper.

8.13. Damaging or Destroying Property. Defacing or destroying property not belonging to oneself.

8.14. Disobedience. Disobeying any lawful order, or failure to comply with an order in a timely manner.

8.15. Disrespect. Improper behavior towards any individual, branch of service, or government entity, to include contemptuous language about them or actions toward them. Disrespect can be conveyed by other means such as rolling of eyes, disobeying or not acknowledging the orders of the staff.

8.16. Escape. Conspiring, leaving, or attempting to leave the facility, detail, or job site without authorization.

8.17. Extortion. Demanding or receiving anything, to include services, from another under threat of harm, disgrace, or exposure to authorities.

8.18. False Statement. Lying to a staff member about any matter, official or unofficial, either verbally or in writing.

8.19. Free Time. Free time is defined as that time after passing the evening inspection or as designated by the Confinement Officer or NCOIC, UK Corrections. Inmates/detainees may remain in the uniform of the day, change into authorized service Physical Training (PT) uniform, or hospital scrubs. Only the blouse may be removed if remaining in the uniform of the day. All PT/hospital clothing will have sleeves. Inmates/detainees may rest or sleep on their beds during free time, however, at no time will their footwear come into contact with the mattress or linen. Sneakers may be worn during free time within the facility except when remaining in the uniform of the day. Maximum custody inmates will receive free time only at the direction of the Confinement Officer or NCOIC, UK Corrections. Free time is a privilege and may be revoked by the Confinement Officer or NCOIC, UK Corrections for violations of facility rules.

8.20. Gambling. Participation in any game of chance for any stake, use of authorized recreational equipment for games of chance, or use or possession of gambling paraphernalia.

8.21. Guard Manipulation. Any manipulative action or attempt to gain any unauthorized benefit. This includes but is not limited to: Lying to a staff member, angering staff members, ingratiating oneself with a staff member, or bypassing the chain of command.

8.22. Hair Styling. Hair must comply with service directives on personal appearance. Hair must be fully combed before departing the facility. Inmates/detainees will not have excessive grooming aids, gels, or modified styles.

8.23. Indecent Exposure. Any act or incident of public exhibition other than personal hygiene.

8.24. Intoxicants. Possession, introduction or use of any narcotic, drug or intoxicant, or associated paraphernalia not prescribed by competent medical authority.

8.25. Lights ON/OFF. Lights in the facility will be turned off at 2100, Sunday through Thursday, and 2200, Friday and Saturday and days preceding holidays. Lights in the facility will be illuminated at 0500, Monday through Friday, and 0600, Saturday, Sunday, and United States (US) Federal Holidays. Inmates/detainees will be in bed five minutes prior to lights

out and will get out of bed as soon as the lights are turned on. Quiet hours are enforced during these times.

8.26. Lock Tampering. Tampering with locking devices or any other security equipment in any manner, to include any obstruction of door openings or closings, or interfering with audio and video monitors.

8.27. Loitering. Linger, moving slowly, stopping or pausing in any area during individual or mass movement. This includes:

8.27.1. Standing idle during facility clean up.

8.27.2. Taking more than 20 minutes to consume a meal.

8.27.3. Laying down in or on beds during duty hours except as authorized by proper authority.

8.27.4. Sleeping on the couches or chairs during duty hours.

8.28. Malingering. Self-inflicted injury or fraudulent claim of injury or illness contrived for the purpose of avoiding a detail, appointment, or labor.

8.29. Medicine Misuse. Use, possession, or storage of medication except as authorized by the Confinement Officer, or failure to take required medication at the prescribed time.

8.30. Movement With-in the Facility. Inmates/detainees will not be in the cell area or the television room except on free time, or as authorized by the on-duty Confinement Guard, NCOIC, UK Corrections or Confinement Officer.

8.30.1. If there is an inmate/detainee in a segregation cell, for whatever reason, inmates/detainees will not be allowed to enter the hallway without being escorted by the UKCF staff.

8.30.2. Female inmates/detainees are not permitted into the right hallway without being escorted by a UKCF Staff Member.

8.31. Mutilation. Tattooing, marking, piercing, or maiming any part of the body of oneself or another person.

8.32. Out of Place. Inmates/detainees who are not at their designated detail, assigned bed, cell area or any area while under escort, are considered to be out of place.

8.33. Personal Obligations. Inmates/detainees will not request to have anyone accomplish anything for them without prior approval from the Confinement Officer, NCOIC, UK Corrections or the on-duty Confinement Guard. The only exception is that the inmate/detainee's lawyer may be requested to take care of case-related matters.

8.34. Physical Contact. There will be no physical contact between any inmate/detainee. Example: No arm wrestling, holding hands, etc.

8.35. Provoking Speech or Gesture. Verbal or written communications or physical gestures that may anger or provoke another into performing a prohibited act.

8.36. Rations Misuse. Throwing, wasting or adding any foreign substance(s) to food or drink or using any ration for any purpose other than for which it is intended, such as for making intoxicants.

8.37. Staff Harassment. Any comment, question, or conversation intended to, or which may reasonably be expected to, anger or irritate a staff member. Such communications shall be considered staff harassment when directed to or overheard by a staff member.

8.38. Smoking. Smoking is not permitted in the UKCF.

8.39. Sodomy. Engaging in any unnatural sexual conduct with another person.

8.40. Theft. Taking or possessing another person's private or military property without authorization.

8.41. Trafficking. Passing, receiving, lending, buying, or trading any item within the facility is prohibited, except as authorized.

8.42. Weapons Offenses. Construction, introduction, possession, use, or threat to use any weapon is expressly forbidden. Weapons include, but are not limited to, guns, knives, clubs, brass knuckles, saps, blackjacks or any hard or heavy object in a sock or other container. Weapons may be any object used to intimidate or assault another individual.

8.43. Writing Violations. Publication, distribution, or possession of any motto, creed, saying, or drawing within the inmate/detainee population that has not been approved by the Confinement Officer or NCOIC, UK Corrections. Daily diaries detailing events within the UKCF are not authorized.

9. Inmate/Detainee Inspections. Inmates/detainees will be searched and inspected for weapons or contraband when entering or exiting the facility, before and after each visit, or any time the on-duty Confinement Guard deems it necessary.

9.1. During each inspection inmates/detainees will remove all items from their person and place them in their hat on the ground beside themselves. Inmates/detainees will also unbutton all pockets on their blouse and remove it. Then they will unbutton all pockets on their trousers and turn them inside out and assume the position of attention until otherwise directed. In addition, inmates/detainees may be required to undo their belts and top two buttons of their pants and take off their boots. **Note:** All items brought back from appointments will be inspected for contraband.

9.2. When asked the question "Are you secure?" the inmate/detainee's reply will be either "yes or no, rank of UKCF staff member." When given the order "ASSUME THE POSITION" inmates/detainees will raise their arms so they are parallel to the floor with palms facing up, fingers spread apart, and feet spread shoulder width apart.

9.3. When given the order "RECOVER" inmates/detainees will return to the position of attention. When told to do so, the inmate will readjust their uniforms, affix or secure their reflective belt, and assume the position of attention unless otherwise directed.

9.4. Female inmates/detainees will be searched and inspected by a female staff member out of sight of all male inmates/detainees. **Note:** If no female staff member is present, a female Security Forces member will try to be utilized; if no female is available, another SF member will be present for the search.

9.5. There will be a facility search conducted randomly, as directed by the Confinement Officer or NCOIC, UK Corrections. The frequency of facility searches will depend upon the

amount and type of contraband discovered. This is in addition to daily standby inspections for cleanliness.

9.6. There will be at least two daily sanitation inspections. Free time will not commence until the facility passes the final inspection for cleanliness, sanitation, and proper arrangement of furniture unless otherwise directed by the Confinement Officer or NCOIC, UK Corrections.

9.6.1. Before the nightly inspection takes place, inmates will call the Confinement Guard via the call box, give a reporting statement and say, "FACILITY IS READY FOR INSPECTION, PERMISSION TO FALL OUT WITH TRASH?"

9.6.2. When the Confinement Guard answers, the inmate will grab the trash bag out of the right side hallway wall locker and proceed with the instructions from paragraph 7.1.2.

9.7. UKCF staff personnel may conduct no-notice inspections of lockers and personal areas at any time.

9.8. Military Working Dog (MWD) Drug Detector teams may conduct no-notice inspections of lockers and personal areas as directed by the Confinement Officer or NCOIC, UK Corrections.

9.9. On-duty Confinement Guards will personally inspect inmates/detainees returning from details or appointments for signs of alcohol or drug use. Field sobriety tests or mechanical testing may be used as deemed necessary by UKCF staff. If probable cause exists, authority to search and seize the blood or urine of the inmate/detainee will be requested by the search authority designated by the Installation Commander.

9.10. All inmates/detainees will provide a urine sample for drug and alcohol testing and a blood test as part of facility in-processing.

9.11. All computer disks will be inspected for unauthorized communications entering and leaving the facility.

10. Personal Hygiene and Appearance. Sanitation of your body and clothes is a requirement within the UKCF.

10.1. Inmates/detainees will shower and change into clean clothes daily. Clothing will be laundered as needed. Inmates/detainees will ask to use the washer/dryer prior to use. At least one clean uniform will be available at all times.

10.2. Female inmates/detainee laundry procedures. The on-duty Confinement Guard will escort female inmates/detainees to the communal bay area where they will utilize the facility's washer and dryer. All male inmates/detainees will wait in the day room or television room during this time. If a male inmate/detainee needs to enter the communal bay area they will notify the on-duty Correctional Supervisor. Once given permission to enter communal bay they will do so and depart the area as soon as possible. Periodic checks of the laundry will be made by the female inmate/detainee under escort until completion of her laundry. At no time will a male inmate/detainee accept laundry from a female inmate/detainee to clean.

10.2.1. Inmates/detainees are only authorized to wash their laundry on Mondays, Wednesdays, and Fridays; everyone will do their own laundry, and there will be no sharing of washers and dryers.

10.2.2. Male and female inmates/detainees will wash their bed linen every Saturday. Inmates/detainees will fold and place their linen at the foot of their bed until it is their turn to utilize the washer. See Attachment 3, *Bed Linen Display*, for Figures 3.1-3.28.

10.3. Female inmates/detainees will inform the on-duty Confinement Guard when they use the latrine, take a shower, or change clothes so the closed circuit television can be turned off during these times. Female inmates/detainees will let the Confinement Guard know when they are finished within a reasonable time (5-8 minutes).

10.4. All male inmates/detainees will shave daily unless excused by medical authority. In the event an inmate/detainee receives a temporary medical profile for shaving, the inmate/detainee must keep his beard trimmed to not more than a 1/4 of an inch in length or as directed by medical personnel. All male inmate/detainees will receive two haircuts per month by a licensed barber, in full compliance as prescribed by their services' regulations.

10.5. Inmates/detainees identified in pay status will pay for their haircuts through the Personal Deposit Fund (PDF). Inmates/detainees identified in non-pay status will have their haircuts paid for through the parent squadron's Operation & Maintenance (O&M) Funds.

10.6. Beautician Services. Female inmates/detainees may make appointments to utilize on-base beautician services. The parent unit will provide escorts. Alternatively, they may use the scheduled barber services of male inmates/detainees if this is acceptable to the inmate/detainee. Females will have their hair in accordance with their services' regulation at all times.

10.7. Uniforms will be worn according to applicable service regulations.

10.8. Appropriate footwear will be shined at all times, even when on display.

10.9. Fingernails will be kept trimmed to fingertip length. Females will have fingernails in full compliance as prescribed by their services' regulations.

10.10. Shower shoes may be worn anywhere within the facility during free time.

10.11. Hospital scrubs have been provided and are considered the appropriate lounge and sleep wear within the facility.

10.11.1. As a minimum, males must wear underwear and females must wear panties and a bra underneath the scrubs during free time.

10.11.2. As a minimum, for both males and females, if inmates/detainees elect not to sleep in hospital scrubs, they will wear at least a pair of underwear/panties and a T-shirt.

10.11.3. Inmates/detainees may sleep above or beneath the bed linen.

10.11.4. Footwear will be worn at all times within the facility with the exception of lying in bed.

11. Dining Hall Rules. Meals are provided by the on base dining facility. Certain rules must be followed while dining.

11.1. Food will not be consumed within the UKCF except in the case of inmates/detainees in maximum custody, segregation, or inmates/detainees directed to remain in the facility during meal times. Exception: Flight meals may be consumed within the day room with prior coordination.

11.1.1. If a meal is to be consumed in the dayroom, the inmates/detainees will set up a table and chairs, and then an inmate/detainee will follow the instructions from paragraph 7.1.2, and ask, "PERMISSION TO FALL IN WITH THE CHOW CONTAINER?"

11.1.2. After given permission, the inmate/detainee will distribute the contents of the chow container evenly among the other inmates/detainees while they stand behind their chairs at the position of attention.

11.1.3. Once all food/drink is distributed, everyone will stand behind their chairs until given permission to sit down and eat.

11.2. All inmates/detainees are authorized three meals per day. Inmates/detainees will go to the dining facility and go through the line whether or not they intend to eat. All inmates/detainees will use the same line with the first inmate/detainee asking permission to go either right or left. Declining the opportunity to eat constitutes a voluntary forfeiture of that meal, and no meal will be provided until the following meal period. Forfeiture of meals for three consecutive days will result in the inmate/detainee receiving a Mental Health or Medical evaluation.

11.3. Inmates/detainees will pick up all three utensils (fork, spoon, and knife) even if they will not be used.

11.4. Conversations in moderate tones are permitted between inmates or detainees seated at the same table only. Detainees and officers will sit at a different table than adjudged/sentenced enlisted inmates.

11.5. Seconds on food and drink are permitted at the discretion of the on-duty Confinement Guard, if required escorts are available, once initial seating has taken place. Alternatively, asking for seconds during the initial trip through the serving line from the dining facility attendant is preferred to insure a guaranteed helping. If the attendant does not comply, ask the on-duty Confinement Guard for assistance instead of arguing with the attendant.

11.6. No food or drink will be removed from the dining hall by an inmate/detainee. Meals for segregated and maximum custody inmates/detainees, and those inmates/detainees directed to remain in the UKCF during mealtime, will be brought back for them to consume.

11.7. Inmates/detainees will not argue with dining hall personnel. UKCF staff will be contacted if problems concerning dining hall personnel arise over any issue.

11.8. Inmates/detainees may communicate with dining hall staff about their meals only. Inmates/ detainees will not communicate with other military or civilian patrons at the dining hall.

11.9. After passing through the food line the inmate/detainee will report to the Confinement Guard, e.g. "Staff Sergeant, permission to be seated?" Inmates/detainees will wait until told to sit down before proceeding to their designated table. If an inmate/detainee would like extra condiments (soy sauce, parmesan cheese, etc.) they will ask permission to stop and use

them prior to sitting down. Inmates/detainees will place the item back in its holder before proceeding to the table.

11.10. When inmates/detainees are finished with their meals, they will place all three utensils in a group on the top plate of their tray for easy accountability by the Confinement Guard.

12. Physical Training. PT will be conducted Monday, Wednesday, and Friday at 0510 in the exercise yard (weather conditions permitting).

13. Library Rules. Inmates/detainees may go the library if needed and the correctional staff is adequately manned. Inmates/detainees are responsible for any item taken out of the library and will make sure the items are returned on time. Inmates/detainees are allowed to check out books, audio tapes, and videos provided they do not contain explicit lyrics, pornography, or ethnically slandering overtures.

14. Mail Rules and Procedures. All mail entering and exiting the UKCF will be inspected for contraband and unauthorized communications, except as specified in paragraph 14.4. Inmates/detainees will sign the DD Form 499, *Prisoner's Mail and Correspondence Record*, as prescribed by AFI 31-205, *The Air Force Correctional Program*, approving or disapproving inspection of their mail. If the inmate/detainee does not consent to inspection of their mail, their incoming mail will be returned to sender if an address is shown, or destroyed by the inmate/detainee in front of the correctional staff. Outgoing mail will be placed unsealed at the guard station during free time, except as specified in paragraph 14.4. Sending correspondence via any other means is prohibited and constitutes a punishable offense. Mail must be placed in the box provided before 0800 each morning.

14.1. Rejected Mail. Any mail incoming or outgoing which violates postal regulations, contains obscenities, vulgarity, contraband, blackmail, threats, plans of criminal activities, gambling, lottery materials, disrespectful communications, names or inferences of names of other inmates/detainees or correctional staff, will be rejected. This is not an all-inclusive list. Rejected mail will either be destroyed by the inmate/detainee or returned to the sender at the inmate/detainee's expense.

14.2. Correspondence with inmates/detainees in other institutions is prohibited except as specifically authorized by the Confinement Officer or NCOIC, UK Corrections.

14.3. Letters containing accusations, charges, or complaints will be returned to the inmate/detainee. The inmate/detainee will be instructed on the proper complaint procedures applicable for their individual case. Mail will not contain or detail the operational guidelines and procedures of the facility.

14.4. Privileged Correspondence. This mail will not ordinarily be inspected. It may be opened in the presence of the inmate/detainee to ensure the authenticity of the correspondence. This includes correspondence from the following sources:

14.4.1. President.

14.4.2. Vice President.

14.4.3. Congressman/Congresswoman.

14.4.4. Secretary of Defense.

14.4.5. Secretary of the Air Force.

14.4.6. Staff Judge Advocate General.

14.4.7. Inspector General.

14.4.8. Representatives of the above.

14.4.9. State and Federal Courts.

14.4.10. Military defense counsel.

14.4.11. Any civilian attorney of record with a DA 2569-R, *Attorney of Record Designation*, as prescribed by Army Regulation 190-47, *The Army Corrections Systems*, on file with the UKCF.

14.5. Normally, incoming mail will be delivered to inmates/detainees during free time on the day it is received by UKCF personnel.

14.6. All correspondence entering or leaving the facility must be written in English unless special permission is granted by the Confinement Officer or NCOIC, UK Corrections. Homemade crypto/codes or messages will not be permitted to leave or enter the facility.

14.7. Inmates/detainees may correspond with an unlimited number of correspondents set forth by the Confinement Officer or NCOIC, UK Corrections to include all privileged and required business mail. All addressees are screened through the legal office and reports and analysis prior to receiving or sending any mail. This ensures that any judicial orders or legal interference of upcoming cases are not violated. The address in Table 1. is used for the inmate/detainee to receive mail at the UKCF.

Table 1. Inmate/Detainee US/UK Address.

(US Mail) Inmate/Detainee Name PSC 41 Box 7001 APO AE, 09464	(UK Mail) Inmate/Detainee Name Box 7001 RAF Lakenheath Brandon, Suffolk IP27 9PN
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14.8. Packages will not normally be accepted for inmates/detainees. In the event a package is received, it will be opened in the presence of the inmate/detainee. The contents will be accepted, destroyed, or returned at the inmate/detainee's expense at whole, or in part.

14.9. Inmates/detainees use normal mail to conduct non-emergency communications; hence the use of electronic mail is prohibited.

15. Emergency Communication.

15.1. Special delivery letters and telegrams will be delivered to the inmate/detainee as soon as possible.

15.2. Incoming emergency telephone calls will be authorized. Inmates/detainees should advise their families to contact the American Red Cross for assistance in verifying emergencies and providing emergency messages. If an inmate/detainee is not available for

an emergency telephone call, sufficient information will be obtained to allow the inmate/detainee to return the call as soon as possible, at no expense to the government.

16. Routine Communication. In addition to mail and visits, each inmate/detainee is authorized 20 minutes of personal telephone call time (either to or from the inmate/detainee) per week, at the expense of the caller or called party. These calls are a privilege, and the privilege may be revoked if an inmate/detainee cannot conduct himself or herself in accordance with the rules set forth in this instruction.

16.1. These calls are limited to 20 minutes in duration. This time limit may be extended at the discretion of the Confinement Officer, NCOIC, UK Corrections, or on-duty Confinement Guard.

16.2. All unofficial calls are subject to monitoring.

16.3. The first call will be at the discretion of the Confinement Officer or NCOIC, UK Corrections once the privilege is earned.

16.4. Inmates/detainees may use the telephone provided for them to make official calls, i.e. Power of Attorney, lawyers, and First Sergeant. These calls should be made during duty hours or at the discretion of the on-duty Confinement Guard. A DD Form 510 will be required for any phone call authorization.

16.5. Inmates/detainees are not authorized to utilize the telephone while on escort without permission from the Confinement Officer, NCOIC, UK Corrections or on-duty Confinement Guard.

16.6. Inmates/detainees are reminded that routine conversations between themselves and other inmates/detainees, the Confinement staff, visitors arriving on their behalf, mail, and telephone conversations, are subject to recall in a court of law.

16.7. Inmates/detainees are encouraged to consult with their legal counsel about questions regarding their case, not other inmates/detainees.

16.8. Inmates are NOT ALLOWED to make contact with any victim or witness their confining offense either directly or through a third party without the permission from the victim or witness. This prohibition includes contact via telephone calls, visits, written letters, or e-mail. Inmates desiring to communicate with a victim or witness may submit a request to the confinement officer. The VWAP (Victim/Witness Assistance Program) Monitor will contact the victim or witness to determine whether contact is desired. This requirement applies to all cases regardless of whether the victim or witness has elected to participate in this program.

17. Inmate/Detainee Visitation. Visitation from an inmate's/detainee's family, friends of good character, officers and NCOs from their unit, and other persons as authorized by the Confinement Officer, NCOIC, UK Corrections, or on-duty Confinement Guard may be authorized during normal visiting hours. Inmates/detainees may have no more than two visitors at any one time, except as authorized by the Confinement Officer, NCOIC, UK Corrections, or the on-duty Confinement Guard if room space permits.

17.1. Breach of good order and discipline may result in termination of visits, and may be grounds for suspension of visiting privileges with offending personnel. Visitation is a

privilege and the privilege may be revoked if an inmate/detainee cannot conduct himself or herself in accordance with the rules set forth in this instruction.

17.2. The inmate/detainee will provide a list of persons they want as visitors via the Inmate's Visitation Record.

17.3. Visits (except official visits) will be permitted on Sundays and US federal holidays from 1300 to 1600. Hospitalized inmates/detainees may be visited as directed by the Confinement Officer or NCOIC, UK Corrections after consulting medical personnel responsible for the inmate/detainee.

17.4. Visitors must be at least 18 years of age, except active duty US military personnel, spouse or children of the inmate/detainee. A parent or legal guardian must accompany all children.

17.5. Official visitors may visit at any reasonable time of the day. No visit may interfere with an inmate's/detainees meal, sleep, or work detail.

17.6. Upon request and presentation of a valid reason, the Confinement Officer or NCOIC, UK Corrections may authorize visits outside of normal visiting hours.

17.7. When greeting or leaving visitors, a simple kiss and short embrace may be allowed. During the visit, inmates/detainees may only hold hands with their visitor. Violating this policy will result in the immediate termination of the visit.

17.8. Nothing will be ingested, chewed, or smoked in the visitation room. No food, gum, or beverages are allowed in the visitation room.

17.9. No mail, notes, packages, money or any other item(s) may be exchanged between visitors and inmates/detainees in the visitation room.

17.10. Inmates/detainees will be searched prior to and at the completion of all visits, out of sight of the visitors.

17.11. Inmates/detainees will bring nothing into or out of the visitation room without prior approval of the Confinement Officer, NCOIC, UK Corrections, or on-duty Confinement Guard.

17.12. Under normal circumstances no visitor will enter the cell block area. The on-duty Confinement Guard may escort pre-arranged facility tour arrivals with a pre announcement of the tour and approval from the Confinement Officer or NCOIC, UK Corrections.

17.13. Visitors will be required to place outer garments and hand-carried items into one of the lockers provided for this purpose. Failure to comply with this requirement will result in termination of the visit.

17.14. Visitors must comply with current dress regulations or they may be denied entry to the facility. The following are not authorized:

17.14.1. T-shirts or any other outer garment depicting obscenities.

17.14.2. Swimsuits.

17.14.3. Shorts that would be considered inappropriate in length or fashion for a prison environment.

- 17.14.4. Skirts/dresses which do not cover the legs to the kneecap.
- 17.14.5. Halter tops.
- 17.14.6. Bare feet. Shoes or sandals must be worn during visitations at all times.
- 17.14.7. Sheer or see-through clothing.

18. Health and Comfort Items. All health and comfort items will be purchased or supplied through the Army/Air Force Exchange Service (AAFES) outlets and will be delivered to inmates/detainees during initial confinement. After the initial issue, inmates/detainees will receive health and comfort items on a bi-weekly basis. Inmates/detainees in pay status will pay for their purchases via the PDF. Inmates in non-pay status will receive their items paid for via the inmate's parent squadron O&M funds.

18.1. In order to receive health and comfort items, inmates/detainees must complete a DD Form 504, *Request and Receipt for Health and Comfort Supplies*, as prescribed by AFI 31-205, *The Air Force Correctional Program*. Inmates/detainees in segregation or maximum custody are authorized to receive only those items necessary for proper health and sanitation.

18.2. Inmates/detainees may request additional expenditures from their PDF for special purposes such as educational material, payment of attorney fees, laundry costs, shoe repair, etc. These additional expenditures must be requested in writing by the inmate/detainee, and approved by the Confinement Officer or NCOIC, UK Corrections. AF Form 1390, *Request for Withdrawal from Personal Deposit Fund*, as prescribed by AFI 31-205, *Corrections Program* will be used to record the expenditure.

18.3. Use of "Walkman/Discman" type Compact Discs (CD) or cassette players/radios are authorized once an inmate/detainee earns the privilege. Inmates/detainees may use these devices only during free time. CD and cassette players/radios will be played at a volume that cannot be heard by other inmates/detainees. Headphones are highly encouraged. Only commercially available CDs and cassettes will be introduced. No vulgar, profane, or ethnically slandering lyrics will be allowed on any encoded format. Any encoded format that contains a parental advisory will be prohibited in the facility. All cassettes/CDs will be stored in their original sleeve, or plastic jacket, easily identifiable to the correctional staff of its content and rating. Failure to comply with these rules will result in forfeiting the privilege to use these types of devices.

18.4. Inmates/detainees will notify the NCOIC, UK Corrections or the on-duty Confinement Guard prior to the delivery of any health and comfort items from an outside source other than parent squadron O&M funds. Information forwarded should include:

- 18.4.1. What items are being brought into the facility.
- 18.4.2. Name and rank of person delivering the items.
- 18.4.3. What time the items will be delivered.

18.5. All deliveries will be made during normal duty hours.

18.6. No items will be accepted after duty hours unless it is cleared with the Confinement Officer or NCOIC, UK Corrections. The NCOIC, UK Corrections or on-duty Confinement Guard still has the authority to reject any health and comfort items once they arrive. If there is any question regarding the purity of a substance, its safety towards the inmate/detainee

population, or overall good taste with respect to the facility rules being violated, the item or product will be returned to the person bringing it in, or destroyed in the presence of the inmate/detainee.

19. Personal Deposit Fund (PDF). At the time of admission, inmates/detainees will have their US funds deposited in the PDF. Inmates/detainees must maintain a minimum of \$25 in their PDF.

19.1. Any money received by the inmate/detainee thereafter will be deposited directly into their PDF account.

19.2. Moneys received by inmates/detainees must be in the form of a money order, cashier's check, or certified bank check. Cash and personal checks WILL NOT be accepted through postal channels.

19.3. All negotiable instruments will be provided in US currency. Foreign currency will not be authorized. Only special circumstance will exist authorizing foreign currency approved by the Confinement Officer or NCOIC, UK Corrections.

19.4. Coins may be accepted during in-processing at the discretion of the funds custodian.

19.5. Inmates/detainees will NOT acquire further debt while assigned to the UKCF. Examples would be joining a CD or movie club with the promise to pay. All subscriptions and services must be paid at the time of order.

20. Personal Property. Only those excess items designated on the clothing and equipment list will be stored at the UKCF. Inmate/detainees personal property will not be stored at the UKCF.

20.1. All personal property brought to the facility will either be given back to the escort, given back to the person who brought it, released to the inmate/detainee's squadron for storage, mailed at the inmate/detainee's expense to a person designated by the inmate/detainee, or destroyed.

20.2. Personal jewelry, such as a wedding band, may be kept by the inmate/detainee if it is limited in value. Credit cards, check books, and any other items needed to conduct the inmate's/detainee's affairs while confined will be kept in the inmate/detainee's personal storage locker.

20.3. It is recommended that jewelry and other items with an estimated value of over \$50 be mailed, with insurance coverage, at the inmate/detainee's expense, to a person designated by the inmate/detainee or returned to the escort.

21. Medical and Dental Appointments. Inmates/detainees desiring to go to medical or dental appointments will report such desire to the on-duty Confinement Guard prior to 0630 unless an emergency arises. Emergency appointments will be handled at any time; however, regular sick call hours will be utilized when possible and escorted by the parent unit.

22. Medical Quarters. If inmates/detainees are placed on quarters for medical reasons, their activities will be restricted to their immediate area or as directed by competent medical authority. A copy of the quarters paperwork will be placed in the inmate's/detainee's Correctional Treatment File (CTF).

23. Inmate/detainee Medication. Medication, prescribed by a medical or dental officer, is not authorized to be in the possession of the inmate/detainee. It will be retained by the Confinement

staff or by the inmate/detainee's escort when out of the facility. Medication will be taken by the inmate/detainee at the prescribed times. It is the inmate's/detainee's responsibility to ensure that medication is taken at the prescribed times.

24. Religious Services. Inmates/detainees are not authorized to attend regular worship services in the base chapel; however, consultations with a chaplain within the facility may be made if requested through the on-duty correctional staff. Inmates/detainees are encouraged to consult with chaplains concerning religious matters or personal problems. Matters discussed are treated as confidential.

24.1. Chaplains are concerned with the spiritual welfare, moral, and character development of inmates/detainees. Chaplains can give counseling and assistance relative to any inmates/detainees personal beliefs. Chaplains can be a valuable aid in personal adjustment for inmates/detainees confined at the UKCF, and in preparing them for restoration to duty or return to civilian life.

24.2. Religious rites and sacraments are available to inmates/detainees through the chaplains. All recognized religions sanctioned by the US Armed Forces and Chaplain Services may hold services within the facility. Certain restrictions may apply depending on the practices of that religion such as the introduction of alcoholic beverages or food products. Requests to consult with a chaplain will be submitted on a DD Form 510.

24.3. Chaplains make regular visits to the UKCF. If an inmate/detainee desires to see a chaplain of a certain denomination, the inmate/detainee will make the request through the on-duty Confinement Guard. The on-duty Confinement Guard will inform the inmate/detainee of when that chaplain makes his/her visits.

25. American Red Cross. Inmates/detainees may request an interview with the American Red Cross concerning matters of health and welfare of their family members or the inmates/detainees personal affairs. Requests to consult with the American Red Cross will be submitted on a DD Form 510.

26. Custody Grades. Custody grades are assigned by the Confinement Officer through the NCOIC, UK Corrections. The three custody grades used at the UKCF are as follows:

26.1. Maximum Custody: For inmates/detainees who require close and constant supervision. Whenever they are outside the facility, two security forces personnel will escort them; at least one will be armed. Privileges for maximum custody inmates/detainees are very limited.

26.2. Medium-In Custody. For inmates/detainees who require constant supervision. These inmates/detainees pose an escape risk; however, they do not present a substantial threat to others. Assign this Custody Grade to inmates who demonstrate a poor adjustment to confinement. Initially assign all inmates/detainees to Medium-In Custody. All pre-trial detainees will remain in this custody grade.

26.3. Medium-Out Custody. For inmates who pose a minimal escape risk. Assign Medium-Out inmates work details outside the facility with proper escort.

27. Abatement of Sentences. DoD policy on abatement of sentences for all prisoners in DoD correctional facilities and DoD prisoners who are transferred to the Federal Bureau of Prisons (BOP) includes three types of abatement:

27.1. Good Conduct Time (GCT). GCT is a predetermined amount of time deducted from an inmate's sentence based upon the adjudged sentence received. Upon beginning a sentence, all GCT an inmate can earn during their sentence is credited to them. Shortly after in-processing inmates are briefed on their minimum and maximum release dates awarded for their adjudged sentence. The Defense Force Commander (DFC), when recommended by the Confinement Officer or NCOIC, UK Corrections, may take all or part of an inmate's GCT for failure to faithfully observe facility rules and regulations.

27.2. Earned Time (ET). ET may be awarded by the DFC to inmates actively participating in productive activities, provided appropriate activities and programs are available. If an inmate receives any ET, a new sentence computation worksheet will be accomplished monthly to reflect the new release date and the inmate will be notified.

27.3. Special Acts Abatements (SAA). Sentence reduction may be awarded at the discretion of the confinement facility commander for specific acts of heroism, humanitarianism, or extraordinary institutional or community support. **Note:** For further details of the various abatements refer to AFI 31-205, and DoDI 1325.7., *Administration of Military Correctional Facilities and Clemency and Parole Authority*, Appendix 4.

28. Employment of Inmates. Inmates on work details are expressly prohibited from using telephones, mail service, delivering or accepting any items not specifically required for their detail, fraternizing with any individual(s), or communicating with any person(s) except for official business. Inmates will obey all lawful orders of the detail supervisor. Work breaks are taken at the discretion of the detail supervisor. Breaks may not exceed 15 minutes per hour.

28.1. Inmates will not perform any type of labor that is not consistent with their custody grade, physical and mental condition, sentence status, or previous training. Any legitimate task, which the Confinement staff would ordinarily assign to a duty Airman, is proper for adjudged and sentenced inmates.

28.2. Confined officer inmates/detainees are not required to perform labor within the facility, but will perform house cleaning and stripping/buffing duties of their assigned cell area. Officer inmates/detainees may submit a written request for other work assignments. The DFC must review and approve such requests.

28.3. Confined enlisted detainees are not required to perform labor within the facility, but will perform house cleaning and stripping/buffing duties of their assigned cell area. They may submit a written request to the on-duty correctional staff for other detail assignments outside their assigned cell, commensurate with their grade.

29. Base Exercises and Alerts. Inmates/detainees will work outside the exercise areas, and will march in formation to and from the UKCF. Inmates/detainees and on-duty Confinement Guards will not wear chemical ensembles during the exercises.

30. Articles Authorized in Possession of Inmates/detainees. The guidelines below are not all-inclusive, and there may be individual cases that alter these general allowances. Inmates/detainees will be specifically told if there is any additional item(s) they may possess, or any of these items that they may not possess. Any authorization to possess additional items on a continual basis will be authorized in writing by the Confinement Officer or NCOIC, UK Corrections. A single occurrence of an additional authorization may be specified verbally by the on-duty Confinement Guard. Attachment 3, Bed Linen Display, Attachment 4, Wall Locker

Display, and Attachment 5, Bed/Shoe Display have been included to aid inmates/detainees in setting up and maintaining their lockers and personal area for display. General authorizations are as follows:

30.1. Health and comfort items will be supplied through either the PDF or parent squadron O&M funds, as appropriate. All items will be kept clean at all times. It is prohibited for an inmate/detainee to receive health and comfort items from any other source without the prior approval of the Confinement Officer or NCOIC.

30.2. The following items are authorized for an inmate/detainee to retain in the inmate/detainee's locker and to use in the cell area. At no time will anything be stuck, taped, or adhered to the interior or exterior locker doors.

- 30.2.1. One plastic or wooden hair brush without a handle.
- 30.2.2. One plastic or hard rubber comb.
- 30.2.3. One tube of lip balm (chap stick).
- 30.2.4. One pressurized can of shaving cream.
- 30.2.5. One disposable safety razor with spare or one razor with blade attached and one spare.
- 30.2.6. One container of dental floss or dental floss tool.
- 30.2.7. One toothbrush.
- 30.2.8. One tube of toothpaste.
- 30.2.9. One soap dish.
- 30.2.10. One bar of soap.
- 30.2.11. One fingernail clipper without file.
- 30.2.12. One plastic container of roll-on or stick deodorant.
- 30.2.13. One box of cotton balls.
- 30.2.14. Two wash-cloths.
- 30.2.15. One plastic container of skin cream.
- 30.2.16. One tube or plastic bottle of hair conditioner.
- 30.2.17. One tube or plastic bottle of shampoo.
- 30.2.18. One container of black shoe polish (paste type).
- 30.2.19. One shoe polish applicator brush.
- 30.2.20. One shoe polishing cloth.
- 30.2.21. One shoe shining brush.
- 30.2.22. One shoe shining kit in lieu of items 30.2.18.-21.
- 30.2.23. One pair of shower shoes.
- 30.2.24. Three books (not including the Bible).

30.2.25. One Bible.

30.2.26. One pair hospital scrubs as sleeping apparel.

30.2.27. One Record of Trial.

30.2.28. Two pairs of eyeglasses.

30.2.29. Twenty letters. **Note:** If an inmate/detainee receives an influx of mail causing an excess of twenty letters to be in the inmates/detainees possession, the inmate/detainee will be given the opportunity to read all the letters. The inmate/detainee will decide which letters to keep. The inmate/detainee can keep no more than 20 letters at one time; 20 letters pertains to the amount of letters, and not the amount of envelopes. Letters not kept by the inmate/detainee are returned, destroyed, or kept in the inmate's/detainee's personal items locker based on the inmates/detainees request. Only letters specifically addressed to the inmate/detainee may be kept by that inmate/detainee.

30.2.30. One wedding band with no precious stones (if married).

30.2.31. Ten photographs, with maximum dimensions of eight by ten inches.

30.2.32. One "Walkman/Discman" type personal CD or cassette player/radio with headphones. No external speakers for the "Walkman/Discman" are allowed.

30.2.33. A total of ten cassette tapes or ten CDs will be allowed. CDs or cassette tapes will be stored in their original jewel or factory case and placed in the personal section of inmate/detainee's locker. Additional CDs will be kept in the inmate/detainee's personal items locker and swapped out when requested.

30.2.34. One set of batteries in the "Walkman/Discman" and a spare set.

30.2.35. Two containers of tampons or feminine hygiene napkins.

30.2.36. Twenty envelopes.

30.2.37. One pad of stationary or writing tablet.

30.2.38. One ballpoint pen.

30.3. In addition to the items listed in 30.2.1. through 30.2.38., inmates/detainees may also have in their locker area any item specifically authorized in writing by the Confinement Officer or NCOIC, UK Corrections. Both the item and the written authorization to possess same must be maintained together.

30.4. When outside the facility on escort or details, inmates/detainees may only carry items specifically authorized by the on-duty Confinement Guard.

30.5. Inmates/detainees in pay status will maintain a minimum of \$25 in the PDF at all times. Failure to maintain this amount may result in the inability of the PDF custodian to make purchases on behalf of the inmate/detainee.

30.6. The following items will be issued to inmates/detainees and will be maintained in good condition until their release or transfer from the UKCF.

30.6.1. One copy of Lakenheath Instruction 31-107, *Guidance for Prisoners*.

30.6.2. One mattress.

- 30.6.3. One bed frame.
- 30.6.4. One pillow.
- 30.6.5. One pillow case.
- 30.6.6. Two sheets.
- 30.6.7. Two blankets.
- 30.6.8. One storage locker with shelves.
- 30.6.9. One reflective belt.
- 30.6.10. One flashlight.
- 30.6.11. One set of hospital scrubs (shirt and pants).

31. Safety Requirements. When working outside the correctional facility, and when marching to/from the dining facility and appointments, inmates will wear a reflective vest. During reduced visibility they will utilize a flashlight in addition to the reflective vest.

32. Management of Human Immunodeficiency Virus Positive Inmates. The Confinement Officer and NCOIC, UK Corrections ensure a comprehensive education and training program is available for inmates.

32.1. Upon in-processing, inmate/detainee training topics should include:

32.1.1. Risk Factors.

32.1.2. Procedures for potentially contaminated materials (razors, sewing needles, bloodied clothing, etc.)

32.1.3. First aid procedures.

32.1.3.1. Inmates/detainees will not conduct first-aid on one another. In case of an emergency, contact the on-duty Confinement Guard.

32.1.3.2. A Cardiopulmonary Resuscitation Mask will be utilized by the on-duty Confinement Guard in the event an inmate/detainee becomes incapacitated until Medical personnel arrive.

33. The Air Force Return to Duty Program (RTDP). The Air Force maintains a service unique RTDP (reference 10 USC Section 953) located at Lackland AFB, TX. The program offers selected court-martialed enlisted personnel with exceptional potential the opportunity to be returned to active duty and have their punitive discharge, if adjudged, remitted. Program participants, referred to as candidates, live in housing relatively free of physical security, and control measures as much as possible. There is no social segregation by sex. They are provided with therapy and education programs individually designed to improve their conduct, attitude, and productivity for continued Air Force service.

33.1. HQ AFSFC/CC has the ultimate responsibility for administering the RTDP.

33.2. To be eligible for the RTDP applicants must:

33.2.1. Not have an executed discharge or be retirement eligible and not be past their ETS.

33.2.2. Be enlisted and have been court-martialed.

33.2.3. Have a minimum of 30 days confinement remaining upon arrival at the RTDP or be willing to exceed their maximum release date. Refer to AFI 31-205, paragraph 11.6.4.1 for more information. The Convening Authority (CA) or the Air Force Clemency and Parole Board (AFC&PB) may waive the minimum time requirement.

33.2.4. Accept responsibility for their crime(s) and have a strong desire to change negative attitudes and behaviors.

33.2.5. Be approved for worldwide duty by medical authorities.

33.2.6. Have personality characteristics, as established by a psycho-social mental health evaluation, that on balance support a reasonable expectation of successful rehabilitation. No specific personality characteristics guarantee success or failure, but some personality attributes are assets and others are hindrances to successful rehabilitation. A mental health specialist, counselor, or psychologist may complete the psycho-social mental health evaluation.

33.2.7. Have no record of violent sex offenses. Any entry approval authority can, in exceptional cases, waive this prohibition against violent offenders. Only the AFC&PB may waive this prohibition against sex offenders, who have completed treatment. Before applying for the RTDP, all drug abusers, violent and sexual offenders must have completed a crime-specific evaluation by Mental Health or Alcohol and Drug Awareness Prevention Team (ADAPT), as appropriate. The results of this evaluation must be part of the application.

33.2.8. Have no more than a limited history of prior civilian and military offenses.

33.2.9. Have a positive record of military training, experience, and performance.

33.3. Entry into the RTDP and completion of program requirements do not guarantee subsequent return to duty. Upon completion of the RTDP, the candidate's progress and training records will be reviewed by the AFC&PB, which will decide if the candidate shall be returned to active duty.

33.4. Be advised that this is just some of the information on the Air Force RTDP. For all the information, refer to AFI 31-205, paragraph 11.6.

34. Formal Complaint Process. Inmates/detainees can lodge formal complaints through the UKCF staff to the NCOIC, Confinement Officer, base agencies, local and AF level Inspector General (IG), and civilian agencies to name a few. The correctional facility does not have the right to quell any complaint before the necessary attention is given to the inmate's complaint. If an inmate wants to lodge a complaint, regardless of the legitimacy, the inmate will complete a DD Form 510 and forward it to the on-duty UKCF staff member for action. The inmate will be advised of the progress of his complaint as it is forwarded to the appropriate agency that will handle the complaint. The person or agency that the inmate has requested to see will schedule a date and time to listen to the inmate.

35. Punishable Conduct. While confined at military confinement/corrections facilities, all inmates are subject to disciplinary action for violations of the UCMJ, relevant federal laws and institutional rules, even after discharge from the service. This jurisdiction over an inmate continues even after departing a military confinement/corrections facility (i.e., parole or excess

leave), as long as the inmate remains under the administrative control of the Air Force Corrections System or the armed services. Misconduct is dealt with through trial by courts-martial, charges brought before a Discipline and Adjustment Board (D&A Board) see paragraph 8.8.3. and other management or administrative actions. Actions taken as a result of a D&A Board do not preclude punishment under the UCMJ.

36. Instruction Clarification. Any inmate/detainee having questions or requiring clarification with regard to any item in this instruction, or seeking guidance on any matter of required standards that is not addressed in this instruction, will request clarification from the Confinement Officer, NCOIC, UK Corrections or on-duty Confinement Guard.

JOHN T. QUINTAS, Colonel, USAF
Commander, 48th Fighter Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-1, *Integrated Defense*, 28 October 2011
AFI 31-205, *Corrections Program*, 7 April 2004
AFI 11-215, *USAF Flight Manuals Program*, 22 December 2008
AFMAN 33-363, *Management of Records*, 1 March 2008
DoDI 1325.7, *Administration of Military Correctional Facilities and Clemency and Parole Authority*, 10 June 2003
Army Regulation 190-47, *The Army Corrections Systems*, 15 June 2006
Marine Corps Order 1630.3D, *Operation and Administration of Holding Cells and Detention Spaces*, 6 December 2000

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 1390, *Request for Withdrawal from Personal Deposit Fund*
DA 2569-R, *Attorney of Record Designation*
DD Form 499, *Prisoner's Mail and Correspondence Record*
DD Form 504, *Request and Receipt for Health and Comfort Supplies*
DD Form 510, *Request for Interview*

Abbreviations and Acronyms

AAFES—Army, Air Force Exchange Service
AFC&PB—Air Force Clemency and Parole Board
ADAPT—Alcohol and Drug Awareness Prevention Team
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
BOP—Bureau of Prisons
CA—Convening Authority
CD—Compact Disc

CTF—Correctional Treatment File
D&A Board—Discipline and Adjustment Board
DFC—Defense Force Commander
DD— Department of Defense
DoD—Department of Defense
DoDI—Department of Defense Instruction
ET—Earned Time
EO—Executive Order
GCT—Good Conduct Time
HIV—Human Immunodeficiency Virus
IAW—In Accordance With
IG—Inspector General
MWD—Military Working Dog
NCO—Non Commissioned Officer
NCOIC—Non Commissioned Officer in Charge
O&M—Operation and Maintenance
OPR—Office of Primary Responsibility
PDF—Personal Deposit Fund
PT—Physical Training
RDS—Records Disposition Schedule
RTDP—Air Force Return to Duty Program
SAA—Special Acts Abatements
SFMIS—Security Forces Management Information System
UCMJ—Uniform Code of Military Justice
UKCF—United Kingdom Corrections Facility
USC—United States Code
US—United States
VWAP—Victim/Witness Assistance Program

Terms

Adjudged—The status of an inmate from the time of adjudication by a court-martial until approval of the sentence by the convening authority.

Contraband—Any item in the possession of an inmate/detainee or located within a confinement or correction facility which is not specifically authorized by regulation or confinement officer/NCOIC.

Convening Authority Action—The approval of a courts-martial sentence by the officer exercising courts-martial jurisdiction over that court-martial.

Correctional Treatment File—A file established on each inmate/detainee upon admission to the confinement facility and following the inmate/detainee through the sentence to final discharge.

Detained—The word detained/detainee references those individuals who have been lawfully detained, by legal definition, prior to being awarded confinement as a result of a court-martial.

Detainee—A detained person awaiting filing of charges, disposition of charges, trial by court-martial or trial by a foreign court.

Good Conduct Time—That time which is credited towards an inmate's sentence to confinement.

Health and Comfort Items—Those items deemed necessary by the confinement facility for issue to an inmate/detainee to maintain proper hygiene.

Inmate—Any military individual, adjudged, or sentenced, confined in a correctional facility.

Personal Deposit Fund—A government controlled fund which is established for control and safekeeping of the inmate/detainee's funds.

Sentenced—The status of an inmate after convening authority approval action.

Attachment 2
DECK DEMONSTRATION

Figure A2.1. Deck Demonstration.



Attachment 3

BED LINEN DISPLAY

Figure A3.1. Bed Linen Display.



TOP to BOTTOM

Pillow Case

Bed Sheet

Fitted Bed Sheet

Pillow

Blanket

Attachment 4
WALL LOCKER DISPLAY

Figure A4.1. Shirts/PT Shirt-1.



Figure A4.2. Shirts/PT Shirt-2.



Figure A4.3. Shirts/PT Shirt-3



Figure A4.4. Shirts/PT Shirt-4.



Figure A4.5. Shirts/PT Shirt-5.



Figure A4.6. Shirts/PT Shirt-6.



Figure A4.7. Underwear-1.



Figure A4.8. Underwear-2.



Figure A4.9. Underwear-3.

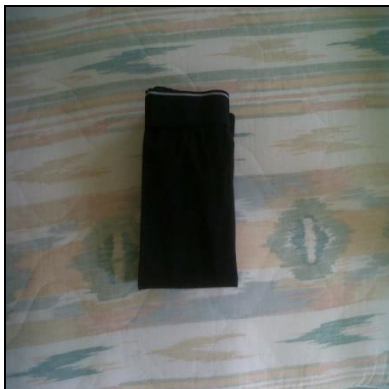


Figure A4.10. Socks-1.



Figure A4.11. Socks-2.



Figure A4.12. Socks-3.



Figure A4.13. PT Shorts-1.



Figure A4.14. PT Shorts-2.



Figure A4.15. PT Shorts-3.



Figure A4.16. PT Shorts-4.



Figure A4.17. Scrub Top-1.



Figure A4.18. Scrub Top-2.



Figure A4.19. Scrub Top-3.



Figure A4.20. Scrub Top-4.



Figure A4.21. Scrub Top-5.



Figure A4.22. Scrub Bottom-1.



Figure A4.23. Scrub Bottom-2.



Figure A4.24. Scrub Bottom-3.



Figure A4.25. Scrub Bottom-4



Figure A4.26. Scrub Bottom-5.



Figure A4.27. Final Display-1.



Figure A4.28. Final Display-2.



Attachment 5
BED/SHOE DISPLAY

Figure A5.1. Bed/Shoe Display-1.



Figure A5.2. Bed/Shoe Display-2.



Figure A5.3. Bed/Shoe Display-3.

